

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY HUMAN RESOURCES SHARED SERVICE CENTER							
POSITION DESCRIPTION <i>(Please read instructions on back)</i>				1. Position No. SP00004		2. Incumbency Allocation Only? May be IA'ed	
3. Reason for Submission New		4. Employing Office Location Dallas, Texas		5. Duty Station *SEE REMARKS		6. BUS Code 1050	
Explanation (Show any positions replaced)		7. Fair Labor Standards Act Exempt - Professional		8. Financial Statements Required OGE-450 Required		9. Cybersecurity Code a. 000 b. c.	
		10. Position Status Competitive		11. Supervisory Status Code 8 - All Other Positions		14. Drug Testing Yes	
		12. Competitive Level Code		13. Competitive Area			
		15. Extramural % 25		16. Functional Class Code AN/a		17. Medical Monitoring Yes	
		18. Position Sensitivity Critical Sensitive		19. Security Clearance Top Secret		20. Position Risk 3- High	
		21. Emergency Essential Yes		22. Developmental Position No		23. Full Performance Level 13	
24. Position Classification		Official Title of Position			Pay Plan	Occupational Code	
a. Official Allocation		*Life Scientist/Physical Scientist/Environmental Engineer (OSC)			GS	*0401/0819/1301	
25. Organizational Title of Position (if different from official title)		26. Name of Employee (if vacant, state such) Vacant					
27. Department, Agency, or Establishment Hierarchy							
a. 1st Tier Org Code		1st Tier Org Description ENVIRONMENTAL PROTECTION AGENCY					
b. 2nd Tier Org Code V0000000		2nd Tier Org Description REGION 6					
c. 3rd Tier Org Code VB000000		3rd Tier Org Description SUPERFUND AND EMERGENCY RESPONSE DIVISION					
d. 4th Tier Org Code VBB00000		4th Tier Org Description EMERGENCY MANAGEMENT BRANCH					
e. 5th Tier Org Code VBBA0000		5th Tier Org Description Readiness and Emergency Response SECTION					
28. Supervisory Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships. The position is necessary to carry out Governmental functions for which I am responsible. This certification is made with knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.							
a. Typed Name and Title of Immediate Supervisor Lyndsey Nguyen, Section Chief				b. Typed Name and Title of Higher-Level Supervisor or Manager Craig Carroll, Branch Chief			
Signature JAY PETERSEN <small>Digitally signed by JAY PETERSEN DN: c=US, o=U.S. Government, ou=Environmental Protection Agency, cn=JAY PETERSEN, 0.9.2342.19200300.100.1.1=68001003655527 Date: 2020.10.21 14:53:27 -05'00'</small>		Date		Signature <i>Craig Carroll</i> <small>Digitally signed by CRAIG CARROLL DN: c=US, o=U.S. Government, ou=Environmental Protection Agency, cn=CRAIG CARROLL, 0.9.2342.19200300.100.1.1=68001003655398 Date: 2020.11.06 12:05:49 -06'00'</small>		Date	
29. Classification/Job Grading Certification: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U. S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standard.				Information for Employees: The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or U.S. Office of Personnel Management.			
a. Typed Name and Title of Official Classifying the Position				30. Position Classification Standards Used in Classifying/Grading Position Professional Work in the Natural Resources Management and Biological Sciences Group, 0400 September 2005; Professional Work in the Engineering and Architecture Group, 0800 November 2008; Professional Work in the Physical Science Group, GS-1300 HRCD-4 December 1997;			
Signature		Date					
31. Remarks Position may be filled as a Life Scientist (0401), Environmental Engineer (0819), or Physical Scientist (1301) FPPS Number: 21 1120654 DUTY STATION CAN BE TULSA, OK OR BATON ROUGE, LA							

Instructions for Completing Environmental Protection Agency
POSITION DESCRIPTION

1. Enter the position number used by the agency for control purposes.
2. Select "Yes" or "No".
3. Select one:
 - * New - the position has not previously existed.
 - * Redescription - the duties and/or responsibilities of an existing position are being changed.
 - * Reestablish - the position previously existed, but had been cancelled.
 - * Other - covers such things as change in title or occupational series with change in duties or responsibilities.The "Explanation" section should be used to show the reason if "Other" is checked, as well as any position(s) replace by position number, title, pay plan, occupational
4. Enter geographic location by city and State (or by city and country if position is in a foreign country).
5. Enter the Duty Station if different than Employing Office Location.
6. Enter the Bargaining Unit Status code.
7. Select one. If the position is a Career Ladder then select "See Remarks" and annotate the Grade and FLSA progression in #31 Remarks.
8. Select one.
9. Enter up to three (3) cybersecurity codes.
10. Select one.
11. Select one.
12. Enter the Competitive Level Code determined by the agency.
13. Enter the Competitive Area determined by the agency.
14. Select "Yes" or "No".
15. Enter Extramural Percentage.
16. Enter the Functional Class Code.
17. Select "Yes" or "No".
18. Select one.
19. Select one.
20. Select one.
21. Select "Yes" or "No".
22. Select "Yes" or "No".
23. Enter the Full Performance Level of the position.
- 24a. Enter the Official Position Title, Pay Plan, Occupational Code, and Grade of the position.
25. Enter the Organizational Title of the position if different from the Official Title.
26. Enter the name of the Employee; if vacant, enter "Vacant".
- 27a. Enter the 1st Tier Org Code and Org Description. For example, H0000000 Office of Mission Support.
- 27b. Enter the 2nd Tier Org Code and Org Description, if applicable. For example, HB000000 Office of Management and Administration - Cincinnati.
- 27c. Enter the 3rd Tier Org Code and Org Description, if applicable. For example, HBA00000 Human Resources Management Division.
- 27d. Enter the 4th Tier Org Code and Org Description, if applicable. For example, HBAB0000 Headquarters Operations Branch.
- 27e. Enter the 5th Tier Org Code and Org Description, if applicable.
- 28a. Enter the Name and Title of the Immediate Supervisor, and apply electronic signature and date in the space provided below.
- 28b. Enter the Name and Title of the Higher-Level Supervisor or Manager, and apply electronic signature and date in the space provided below.
- 29a. Enter the Name and Title of Official classifying the position, and apply electronic signature and date in the space provided below.
30. Enter the position classification/job grading standard(s) used and the date of issuance.
31. This section may be used for additional coding requirements or for any additional remarks.

LIFE SCIENTIST/ENVIRONMENTAL ENGINEER/PHYSICAL SCIENTIST (OSC)
GS-0401/0819/1301-13

POSITION SUMMARY:

As a Senior On-Scene Coordinator (OSC) you will:

- Respond on an emergency basis to the accidental or deliberate release of oil or hazardous materials;
- Serve as a warranted Contracting Officer exercising independent contracting authority;
- Provide assessment for environmental incidents and determine appropriate emergency response, including serving as the duty officer, providing coverage for the 24-hour emergency response station;
- Conduct official investigations and inspections pursuant to all federal laws administered by the US EPA, for both fund-led and enforcement-led removal responses;
- Perform planning, prevention, and preparedness activities related to health and environmental hazards resulting from intentional or accidental releases of biological, chemical, and radiological agents.

MAJOR DUTIES AND RESPONSIBILITIES:

DUTY 1

30%

Respond on an emergency basis to the accidental or deliberate release of oil or hazardous materials. Evaluate the size, nature and extent of release or spill, including biological, chemical and radiological agents, or uncontrolled hazardous waste, its potential hazards, the resources needed to contain and clean it up, and the ability of the responsible party (RP) or local authorities to handle the incident. If appropriate, direct the RP to begin remediation under applicable laws and regulations. If RP efforts are inadequate, initiate appropriate response actions and notifies the RP of potential liability for federal response costs. Provide direction on innovative or alternative treatment technologies and techniques to be used in the cleanup of hazardous materials. Manage all on-site resources and monitor activities associated with the removal action to ensure the safe and expeditious completion of work. Actions are carried out consistent with the National Oil and Hazardous Substances Pollution Contingency Plan (NCP), Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), Superfund Amendments and Reauthorization Act (SARA), Stafford Act, other standards, and EPA guidelines.

DUTY 2

20%

Serve as a warranted Contracting Officer exercising independent contracting

authority.

In accordance with the specific terms of the Delegation of Procurement Authority (DPA) from the EPA Office of Acquisition Management, maintain certification and use warrant authorization to enter into delivery orders and contracts for the procurement of services necessary to implement removal responses including: verbal and written delivery orders; orders for services contracts; letter contracts with state and local governments; and notice to proceed procurements.

DUTY 3

15%

Provide assessment for environmental incidents and determine appropriate emergency response, including serving as the duty officer, providing coverage for the 24-hour emergency response station. While duty officer, assess the nature of the reported incident and deploy an OSC, as appropriate, for oil or hazardous substance spill reports received through the National Response Center (NRC), federal, state, or local response agencies, and independent sources within the region. Provide preliminary advice to the reporting party, determine the appropriate level of response, and notify and coordinate with federal and state natural resource trustees regarding spill occurrences and site activities impacting natural resources. Determine whether the action needed is emergency, time-critical, or non-time critical by considering the probable direction, migration rate, nature, amount, and location of the contamination, as well as the potential impact on human health and the environment.

DUTY 4

10%

Conduct official investigations and inspections pursuant to all federal laws administered by the U.S. EPA for both fund-led and enforcement-led removal responses. As required, assist in the preparation and negotiation of enforcement orders, and provide technical assistance and support for enforcement actions. Provide technical review and oversight of potentially responsible party (PRP) activities, and prepare and maintain the necessary documentation for the initiation, continuation, and completion of a removal response. In addition, provide technical support to the U.S. EPA Criminal Investigation Division (CID) and law enforcement officials performing criminal investigation work that may include counter-terrorism-related environmental incidents.

DUTY 5

10%

Perform planning, prevention, and preparedness activities related to health and environmental hazards resulting from intentional or accidental releases of biological,

chemical, and radiological agents. Participate in national and regional workgroups or task forces involved in enhancing or improving the OSC functions, including readiness issues. Provide or select response training for local, state, or federal response. Facilitate and lead the development of regional, area, and sub-area contingency plans (as required under the NCP 300.210) with representatives of state, local and tribal governments, as well as Canadian and Mexican representatives where necessary in border areas. Plan and lead drills and exercises to test and improve the plan's effectiveness. Work with FEMA in the development of plans and exercises under the National Response Framework.

DUTY 6

10%

Perform necessary community relations and coordination activities. Secure site access and coordinate site activities with all involved parties, including site owners, PRPs, other EPA programs, and federal, state, tribal and local agencies, and the public at large. Respond to public, other agency and EPA regional inquiries concerning assessment and cleanups at hazardous waste sites. Public meetings often include concerned citizens from low-income and underserved communities. Prepare and deliver presentations and briefings for conferences, public interest groups, and industry and government. Act as official EPA representative, addressing community concerns, facilitating public understanding and soliciting citizen's comment regarding removal response-related issues. Provide technical support and expert testimony in courts or other judicial bodies, such as administrative hearings, and give depositions.

DUTY 7

5%

Serve as technical expert for complex removal responses. Review and analyze scientific literature and confer with other government and industry experts in the life sciences, engineering sciences or physical sciences to ascertain technical implications of EPA decisions on hazardous waste, soil, sediment, and ground water issues. Integrate state-of-the-art technical information from these sources into the analytical and decision-making processes to determine innovative approaches to difficult and extremely complex site problems.

Area of expertise or other related information:

RECRUITMENT KNOWLEDGES, SKILLS AND ABILITIES (KSAs)

- 1) Knowledge of the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), the Superfund Amendments and Reauthorization Act (SARA), and other federal, state, and local environmental regulations;
 - 2) Knowledge of the Federal Acquisition Regulations (FAR);
 - 3) Skill in evaluating and utilizing hazardous waste site cleanup techniques and technologies;
 - 4) Skill in case development involving hazardous waste site investigation and remediation, fact-finding, and collection and preservation of evidence for civil or criminal prosecution;
 - 5) Skill in written communication ;
 - 6) Ability to lead planning, prevention and/or preparedness activities concerning release of hazardous agents.
 - 7) Skill in oral communication.
-

FACTOR LEVEL DESCRIPTIONS:

Factor 1 - Knowledge Required by the Position

Level I-8 (1550 Points)

Mastery of the principles, theories, concepts and methodologies found in the life science, environmental engineering or physical science fields sufficient to serve as a technical authority in all aspects of environmental emergency response, uncontrolled hazardous waste site response and/or releases of chemicals or other hazardous substances. This position requires a thorough knowledge of the various types of chemical contaminations and possible threats and effects on humans and the environment. Working knowledge of the principles and theories found in related fields such as geology, hydrology, chemistry, and statistics.

Knowledge of Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), the Superfund Amendments and Reauthorization Act (SARA), the National Contingency Plan (NCP), National Environmental Policy Act (NEPA), Resource Conservation Recovery Act (RCRA), Clean Water Act (CWA), Clean Air Act (CAA), Federal Facility Compliance Act (FFCA), Base Closure and Realignment Issues (BRAC), Hazardous waste regulations, and other environmental statutes; as well as the Department of Homeland Security's National Response Framework

Knowledge and skill in assessing the impact and risk of hazardous and toxic waste on public safety and the environment and determining appropriate response.

Skill in establishing goals and assessing progress toward their achievement; and in adjusting work operations and program objectives to meet emergencies, changing programs, objectives, or production requirements within available resources and with minimum sacrifice of quality or quantity of work.

Skill in negotiation and persuasion techniques sufficient to explain and justify management's position, negotiate remedial cleanup responsibility with PRPs, negotiate agreements with federal and non-federal agencies, contractors, PRPs, and industrial firms, and persuasively

justify to media the public agency position in Superfund matters.

Knowledge of safety issues and problems and the ability to recognize and take steps to protect investigators from contamination of potentially hazardous materials. The position requires training in the proper use of a variety of protective equipment, including self-contained breathing apparatus.

Skill in investigation techniques, analyzing complex situations, problems and legal issues, and making sound decisions based on conclusions.

Skill in oral communication to formulate and present arguments and advisory opinions, elicit cooperation and constructive responses from negotiating parties, and provide effective oral briefings and public presentations;

Skill in written communication to prepare case documents, elicit cooperative and constructive responses from negotiating parties, and prepare reports.

Knowledge of contract negotiation and contract administration as required under the OSC Warrant Authority for scientific and labor services while conducting response actions.

Factor 2 - Supervisory Controls

Level 2-4 (450 points)

Incumbent receives general guidance as to timing, objectives and resources for the program from the supervisor. Assignments are usually broad in nature, and the incumbent has wide latitude in terms of responsibility for planning, designing and implementing solutions for site clean up and the alleviation of damage caused by hazardous substances. The incumbent keeps supervisor informed of any major problems or controversial issues on site. Completed work is normally accepted as technically proficient, but is reviewed for conformance to EPA policy, regulations, site compliance standards, and efficiency and effectiveness of actions in the mitigation of threat to humans and the environment.

Factor 3 - Guidelines

Level 3-4 (450 Points)

Guidelines are in the form of federal statutes and regulation (e.g., CWA, OPA, CERCLA, RCRA, and the Stafford Act) the National Priorities List, the National Oil and Hazardous Substances Pollution Contingency Plan; various federal, state and local regulations; and EPA policies and standards, in addition to broad agency policy, and professional scientific and/or engineering training and experience. The employee also has access to EPA historical information on proven remedies for site clean up and reduction of environmental damage which may be of some use as precedents. However, these guidelines are often inadequate to meet the challenges involved at sites where standard methods cannot be used to correct the situation without precedent. In such instances, the incumbent must rely on personal experience, and judgment to adapt current practices or extend traditional methods to solve problems encountered.

Factor 4 - Complexity**Level 4-5 (325 Points)**

Work assignments involve varied and complex technical duties, including problem analysis, often with limited data available as to the type and extent of human threat and environmental contamination. Performance of this work requires application of the theories, principles and practices of related fields of science such as chemistry, hydrology, biology and geology, which may be adapted to the development of solutions suitable to the variables associated with each unique response site and the coordination of removal and disposal of hazardous substances; and budgetary limitations regarding costly, necessary clean up activities. The clean up process is also complicated by interaction with state and local political officials and agencies, negotiations with potentially responsible parties and contractors, the presence of television and print media, and various community and special interest groups.

Factor 5 - Scope and Effect**Level 5-4 (225 Points)**

The purpose of the position is to develop and implement practical and effective solutions for the protection of human health and the environment, the clean up of contaminated sites, the removal of hazardous materials, and mitigation or damage to the environment within the Region. The employee provides advice on physical, environmental or engineering aspects of studies and investigations on human health risk by identifying, quantifying the nature of the incident, along with guidance and coordination for contractors and potentially responsible parties.

The work of the position affects and facilitates the work of entities contracted to test and clean up a site, potentially responsible parties, and the Region in which this position is located. The work helps to ensure that Federal, State and local laws are upheld; that the work is in compliance with Federal regulations; that the site sustains no further damage; and, that the damage does not spread to other environments.

Factor 6/7 - Personal Contacts/Purpose of Contacts**Level 3c (180 Points)**

Personal contacts are with scientific, technical and engineering personnel, officials of Agency Headquarters and Regional offices, officials and professionals of other Federal, State and local agencies, industry representatives, members of congressional committees, and fellow members of national societies and special interest groups.

In addition to exchanging factual information, the purposes of these contacts are to discuss methodological problems and potential solutions, explain the data obtained; persuade, influence or motivate individuals who generally have conflicting opinions; and to ensure that contractor work is following the agreed upon work plan. The incumbent's approach must be tactful, skillful and directed toward establishing a cooperative atmosphere conducive to open communication and to the expression and acceptance of plans and decisions in order to ensure compliance with federal, state, and local laws and with negotiated agreements.

Factor 8 - Physical Demands**Level 8-2 (20 Points)**

The work requires overnight travel, extended work shifts (e.g. 12 to 18 hours, or more) during major emergency response or removal operations. The work requires a large amount of walking, climbing, running, bending, stooping, and the employee will be required to perform such physical activities while wearing a variety of protective clothing including respiratory protection or self-contained breathing apparatus.

Factor 9 - Work Environment**Level 9-2 (20 Points)**

Work is both in an office and in remote field settings. While on site in the field, the employee may be exposed to unfavorable weather conditions and rough terrain. The work may involve regular and recurring exposure to moderate risks or discomforts that require special safety precautions particularly where there is risk of exposure to hazardous and toxic substances, radioactive materials or other pollutants. The employee is required to properly wear and use respirator and self-contained breathing apparatus in Levels A/B/C personal protective equipment.


TOTAL POINTS: 3220**GS-13 Grade Range: 3155-3600****POSITION RISK DESIGNATION: High Risk**

CONDITIONS OF EMPLOYMENT:

This position:

- is subject to random drug testing
- requires a high level security clearance
- is subject to medical monitoring
- requires the incumbent to be able to properly wear and use a respirator and self-contained breathing apparatus in Levels A/B/C personal protective equipment
- requires the employee to travel more than 10 days a month
- requires the annual filing of a financial disclosure form

POSITION RISK & SENSITIVITY DESIGNATION CHECKLIST

Position's Organization: SUPERFUND AND EMERGENCY RESPONSE DIVISION	
Position Title: OSC	
Pay Plan/Series/Grade (Full Performance Level): GS-0401/0819/1301-13	
Service Agreement Number (SAN): 21 BV5800296	
Supervisor Name: Craig Carroll	Supervisor Phone Number: 214-665-2220
Supervisor Signature:  <div style="float: right; font-size: small;"> Digitally signed by CRAIG CARROLL DN: c=US, o=U.S. Government, ou=Environmental Protection Agency, cn=CRAIG CARROLL, 0.9.2342.19200300.100.1.1=6800100365398 Date: 2021.03.30 15:11:46 -05'00' </div>	

STANDARDIZED POSITIONS

Position Title
On-Scene Coordinator - Critical Sensitive - High

NON-STANDARDIZED POSITIONS

For All Non-Standardized positions, provide the following information:

1. Does the position require access or eligibility for access to classified information?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Top Secret or "Q" classified information		
2. Does the position involve National Security duties?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
--If Yes, Select--		
3. Does the position involve fiduciary responsibilities/obligation or approval of funds?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Under \$2 million		
4. Does the position involve public contact/interaction/liaison duties?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
<input checked="" type="checkbox"/> Federal Agency <input checked="" type="checkbox"/> Interest Groups <input checked="" type="checkbox"/> Agency <input checked="" type="checkbox"/> Local Agency <input checked="" type="checkbox"/> Tribal Government <input checked="" type="checkbox"/> Academia <input checked="" type="checkbox"/> Private Industry <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Media <input checked="" type="checkbox"/> General Public		
5. Does the position involve access to or control over personal, private, sensitive but unclassified, controlled classified, or proprietary information?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
If Yes, Explain: Individual will have access to sensitive and classified information.		
6. Does the position require access to or control over hazardous or dangerous material (toxic, nuclear, biological, chemical, radiological)?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
If Yes, Explain: Individual will respond to releases of toxic/radiological/nuclear/biological materials.		
7. Does the incumbent make independent decisions or authoritative recommendations not subject to substantive verification or supervisory approval/sign off?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
If Yes, Explain: Individual may serve as Incident Commander on nationally significant events.		

**Supervisors, GS-14 and above positions, and scientific/engineering positions are at least non-sensitive, moderate risk. Division Directors and Deputy Directors are at least non-sensitive, high risk. Criminal Investigator positions are always critical-sensitive, high risk.*



[OPM.gov Main](#) ➤

IN THIS SECTION

Position Designation Record

Agency US EPA

Position Title Life Scientist/Environmental Engineer/Physical Scientist (On-Scene-Coordinator)

Series and Grade/Pay Band GS-0401/0819/1301-13

Position Description Number SP00004

Designator's Name & Title RTP-CI SSCs

National Duties	Degree of Potential for Compromise or Damage
Requires eligibility for access to classified information	<ul style="list-style-type: none">Position requires eligibility for access to Top Secret or "Q" level information

Investigation	Form Required
T5	SF 86

Sensitivity	Risk Level
Critical Sensitive	High Risk

Designation Determined by the SSCs in
Signature: partnership with PSB

Date: April 2018

Name: _____